

**UNITED STATES PROBATION OFFICE  
MIDDLE DISTRICT OF NORTH CAROLINA  
VACANCY ANNOUNCEMENT/POSITION OVERVIEW  
Vacancy Number FY1004WS3**

**CAREER OPPORTUNITY**

**POSITION:** U. S. Probation Officer (Permanent Full-Time) \*

**POSITIONS AVAILABLE:** One or more positions – open until filled. \* The initial cut off date will be May 13, 2010. Applications received by the initial cut off date will receive initial consideration.

**OPENING DATE:** 04-30-2010 | **SALARY RANGE:** \$39, 522 to \$89, 481\*

**CLOSING DATE:** 05-13-2010 (1<sup>st</sup> Cut off) **GRADE RANGE:** CL 25 to CL 28  
**OPEN UNTIL FILLED**

**LOCATION:** Winston-Salem, NC \*\* **UNIT:** Presentence and/or Pretrial

\* Starting salary commensurate with qualifications. Position(s) subject to availability of funding.

\*\*Divisional offices are located in Greensboro, Winston-Salem, Durham, Salisbury, and Rockingham.

\*\* Duty station and unit assignment is at the discretion of the Chief U. S. Probation Officer \*\*

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**SUMMARY OF DUTIES AND RESPONSIBILITIES:**

Under the general supervision of the Chief, Deputy Chief, or Supervising Probation Officer, the U. S. Probation Officer (USPO) prepares bail and presentence reports for the U. S. District Courts and makes required investigations for the U. S. Parole Commission and U. S. Military authorities. The USPO supervises persons on bail, probation, parole, mandatory release, military parole or supervised release. The USPO performs any other related duties required by the Court or the Chief Probation Officer.

**QUALIFICATIONS:**

To qualify for the position, the applicant must be a college graduate from an accredited college or university with a degree in Social Science or in a field appropriate to the subject matter of the position. To qualify for Classification Level 25, the successful applicant must have at least two years of specialized experience. Specialized experience is progressively responsible experience in counseling and guidance with defendants or offenders in pretrial programs, community corrections, or in closely allied fields such as education guidance counselor, social worker, case-worker, psychologist, substance abuse treatment specialist and correctional researcher. Prior experience as a probation or pretrial services officer is desirable. Most law enforcement experience does not meet the definition of specialized experience.

## **ADDITIONAL PREFERENCES:**

To qualify for this position a person must also demonstrate that she/he possesses:

- A thorough knowledge of the philosophy, theories, and practices of the correctional field, with a knowledge of law, psychology, sociology, and criminology as these disciplines are related to the duties and responsibilities of the correctional profession.
- A devotion to the principles of public welfare.
- The ability to meet people, inspire confidence and secure cooperation.
- Unquestioned integrity.
- The ability to exercise initiative in handling problems encountered while performing assigned duties.
- The ability to conduct investigations of cases and make sound evaluations and recommendations.
- A knowledge of available community resources and the understanding and skill to identify additional resources.

### Maximum Entry Age

Federal law enforcement retirement provisions require mandatory retirement once an employee meets age and service requirements (age 57 with 20 years of service) due to the physical requirements of the position. Therefore, first-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employee's Retirement System and who may have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

### Physical Requirements

The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe

health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

It is desirable that the applicant have some knowledge of:

- (1) Federal criminal statutes
- (2) Sentencing guidelines
- (3) Federal parole rules, policy and procedures
- (4) Bail statutes
- (5) Federal judicial administration and structure
- (6) Community programs, contract services and community treatment centers
- (7) Federal law enforcement agencies.

#### **BENEFITS:**

- ◆ Accrued annual leave and sick leave. Paid holidays each year (where applicable).
- ◆ Periodic salary increases based on acceptable performance of duties.
- ◆ Employee cost index and locality pay increases, subject to approval by Congress and the Executive Committee of the Judicial Conference.
- ◆ Participation in the Federal Employees Group Health Insurance program offers numerous plans. (Government contributes large share of premium and employee's share may be deducted "pre-tax" from gross salary.)
- ◆ Federal Employees Group Life Insurance program offers variety of options. Long Term Care and Disability Insurance policies are also available.
- ◆ Flexible Spending Account available to pay out-of-pocket medical, dependent care, and parking expenses from "pre-tax" salary.
- ◆ Participation in the Federal Employees Retirement System (FERS) which includes Social Security and an optional tax deferred savings/investment plan.
- ◆ Numerous training opportunities.

#### **APPLICATION PROCEDURE**

Visit our website at [www.ncmp.uscourts.gov](http://www.ncmp.uscourts.gov) for a complete application package which includes the current U. S. Probation Officer's vacancy announcement, position description, and "fillable" application forms. (Prospective applicants who do not have personal internet access may want to use internet resources available at the Employment Security Commission, public libraries, colleges, and copy centers.)

To be considered for this position, a completed application with a cover letter (not to exceed two

typed pages) summarizing your educational background, qualifications, skills, and abilities relevant to this position, must be submitted to the Greensboro, North Carolina office postmarked no later than **May 13, 2010**, to qualify for the initial cut off date. **“Handwritten,” incomplete, and unsigned applications will not be considered, returned, or retained.**

**Employment address and contact information:**

Wesley A. Sharpe  
Personnel Specialist  
United States Probation Office  
Post Office Box 3327  
101 S. Edgeworth Street - Suite 312  
Greensboro, North Carolina 27401

Telephone Number: (336) 358-4238

**NOTICE:** Prior to appointment, the selectee considered for this position will undergo a medical examination and pre-employment drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. (Note: The selected candidate must successfully complete a ten-year background investigation.) In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

Relocation expenses are the responsibility of the individual selected to fill the position. Divisional offices within the Middle District of North Carolina are located in Greensboro, Winston-Salem, Durham, Salisbury, and Rockingham. The individual selected must reside within fifty miles of their assigned duty station.

This position is subject to mandatory Electronic Funds Transfer (EFT) participation for payroll deposit. Applicants must be U. S. Citizens or eligible to work in the United States.

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**